



HAND BOOK ON LAYOUT APPROVAL PROCESS

VISAKHAPATNAM URBAN DEVELOPMENT AUTHORITY



2015-2016

Preface

Visakhapatnam Urban Development Authority was constituted in the Year 1978 under the provisions of AP Urban Areas (Development) Act 1975, for the planned development of the Region by the preparation of Master Plan & Zonal Development Plans on scientific way with the prediction of Physical and Social infrastructure facilities required for the projected population of the Region.

VUDA has prepared the Master Plan for Visakhapatnam Metropolitan Region (VMR) in the year 1986 to 1989 for the area of 1721 Sq.km consisting of Visakhapatnam City, Gajuwaka Town, Anakapalli Town, Bheemunipatnam Town and Vizianagaram Town along with surrounding 287 villages.

The Government vide G.O.Ms.No.525, MA & UD (Dept.) dated 30-7-2008 have extended the jurisdiction of VUDA to 5573 Sq.km, in view of rapid urbanization with the spurt in the economic development activities towards south, north and western corridors of VMR.

The present jurisdiction of VUDA area comprises Greater Municipal Corporation of Visakhapatnam, 5 Municipalities, 1 Nagar Panchayat and 40 Mandals in Districts of Visakhapatnam, Vizianagaram, Srikakulam and East Godavari.

The VMR covers an extent of 5573 Sq.Kms consisting of Greater Visakhapatnam Municipal Corporation (GVMC) (Visakhapatnam + Gajuwaka, Anakapalli, Bheemunipatnam), Vizianagaram, Amadalavalasa, Srikakulam, Tuni, Yelamanchili, Rajam (NP) and 1218 Villages with a projected population of 61 lakhs by the year 2021.

The main objective of the VUDA as a planning body, which governs and regulates all physical developments raised by all the Government, Public and Private sectors through the statutory planning instruments reflected by way of Zoning Regulations, Layout Regulations, Building Bye-Laws and Norms envisaged by the Central and State Government orders.

The Ministry of Municipal Administration & Urban Development Department, Government of Andhra Pradesh have envisaged the broad guidelines on the technical process for issue of layout approvals in effective manner.

In this context, the VUDA is bringing out this Hand Book on Layout approval process for publication to ensure awareness on mandatory process to the layout developers.

Visakhapatnam
Date

VICE CHAIRMAN, VUDA

AT A GLANCE...

Visakhapatnam Urban Development Authority (VUDA) is an apex planning body has its jurisdiction of 5573 sq. kms with a population of 4.2 million (as per 2001 census).

The Town Planning Trust (TPT) was existed since 1962, to predict the population and required physical and social infrastructure facilities to a specific horizon year and to implement developmental activities in and around Visakhapatnam. The TPT was upgraded and **Visakhapatnam Urban Development Authority was constituted on 17th June 1978, under AP Urban Areas (Development) Act, 1975** with its jurisdiction comprising of an area of 1721 Sq.Kms., extending over Visakhapatnam Municipal Corporation (VMC) and four municipal towns namely Vizianagaram, Bheemunipatnam, Gajuwaka and Anakapalli and 287 villages covered in 178 Gram Panchayats.

In view of rapid urbanization with the spurt in the economic development towards south, north and western corridors of VMR, The Government vide G.O.Ms.No.525, MA & UD (Dept.) dated 30.7.2008 have extended the jurisdiction of VUDA to 5573 Sq.km.

Present the VUDA area comprises Greater Municipal Corporation of Visakhapatnam, 5 Municipalities, 1 Nagar Panchayat and 42 Mandals in Districts of Visakhapatnam, Vizianagaram, Srikakulam and East Godavari.

Jurisdiction of VUDA

DESCRIPTION	ERSTWHILE VMR AREA (APPROVED MASTER PLAN AREA-2021)	EXTENDED VUDA AREA	VMR AT PRESENT
Geographical Area (Sq.Km)	1721	3852	5573
Number of Municipal Corporations	Visakhapatnam Municipal Corporation (VMC)		Greater Visakhapatnam Municipal Corporation (GVMC) (Visakhapatnam + Gajuwaka Anakapalli, Bheemunipatnam)
Number of Municipalities / Nagar Panchayats (NP)	Gajuwaka, Anakapalli, Bheemunipatnam Vizianagaram	Amadalavalasa, yelamanchali, Srikakulam, Tuni, Rajam (NP)	Vizianagaram, Amadalavalasa, Srikakulam, Tuni, Yelamanchili, Rajam (NP)
Number of Villages	287	931	1218
Number of Mandals	15		40
Population 2001 (Lakhs)	22	20	42
Projected Population -2021 (Lakhs)	35	26	61

(*Source: Go.Ms.No.525 MA & UD (Dept.) Dt: 30-07-2008)

The main objectives of VUDA as an apex planning body are

- Preparation of Master Plan and ensuring development as envisaged in the same.
- To regulate and control the development through statutory plans and other planning measures.

As a part of the above, guidelines are framed by the Government to issue layout approvals.

What is layout permission and why it is mandatory to obtain layout permission?

LAYOUT PERMISSION

The Visakhapatnam Urban Development Authority regulates developments in Visakhapatnam Urban Development Authority Area through issue of Layout Permission (LP) under section 13(4) & 14(1),(2) of the AP Urban Areas Act 1975, which include norms for provision of facilities and circulation system as per the earmarked land use in the sanctioned Master Plan/Zonal Development Plans of the Region.

What is Layout Permission?

Before the land owner undertake any development of land, shall obtain Layout Permission from the Visakhapatnam Urban Development Authority, which is a mandatory provision of the AP Urban Areas (Development) Act 1975. The permission is valid for 3 years from the date of issue.

How to obtain Layout Permission?

Land owner can get an application from the special counter of the office of Visakhapatnam Urban Development Authority.

What are the documents to be attached to the application?

Application Form duly filled in and signed by the Owner/Developer/Power of attorney holder/lease holder and Licensed Architect/Engineer/Town Planner along with the documents, plans and other particulars as detailed out in the checklist.

With whom should file the application?

The applications shall be submitted through concerned ULB/RLB i.e., Greater Visakhapatnam Municipal Corporation (GVMC) / concerned Municipality / Gram Panchayat as the case may be depending upon location of development along with processing fee of **Rs.2/-** per Sq.mts for the total layout area.

In case of applications, submitted directly to VUDA, they will be processed further after obtaining the remarks of concerned local body only.

On what basis is Layout permission issued?

Application will be scrutinized for its conformity to the land use for which the site has been designated under the Master Plan or the Zonal Development Plan, incompliance of the zoning Regulations. If it satisfies the zoning Regulations, **Layout** permission will be issued, and if not, **Layout** permission will be refused with intimation to the local body concerned by the Authority.(please verify the layout rules also)

Will the site be inspected?

Proposed site will invariable be inspected by the Surveyor / Junior Planning Officer/Assistant Planning Officer/Planning Officer /Chief Urban Planner / Vice Chairman of the Visakhapatnam Urban Development Authority.

What happens if you do not apply for Layout Permission at all?

If the land owner carry out any development without proper permission it will be taken in account as an unauthorized development. The development made without permission is illegal and kept under lock and seal under the Act.

Further as per section 41(4) of APUAD Act 1975, *if any person who deals with the development of land or building or by way of sale or otherwise to enable or facilitate the construction of group of houses or colony in contravention or without compliance of the provision of the act or rules and regulations made there under shall be punishable with a fine equivalent to 20% of the value of the land in question as fixed by the registration department at the time of undertaking development of any land in the case of continuous offence with further fine which may extend to fine equivalent to one percent of the value of the land in question as fixed by the registration department at the time of undertaking the development of any land for everyday during which such offence continues after conviction for the first commission of the offence."*

Should pay a licence fee / Development charge?

If the application is technically eligible for approval, a demand will be sent to the applicant by VUDA for payment of prescribed development charges, conversion charges as per prevailing norms.

What is the obligation as a developer within the VUDA?

Obtain developers licence and permission for any development / construction as per eligibility prescribed for licensing system and Shall complete the development as per the approved plan within the prescribed time.

What happens if do not complete the development of layout within stipulated time given?

The mortgaged plots will be auctioned and development works will be carried out by VUDA. The developer will not have any claim over the auctioned price returns.

What is “mortgaged plots”?

As a developer you have to develop the layout within 3 years. As a token of guarantee, VUDA is insisting the developer to mortgage 15% of plotted area to VUDA. After completion of development of layout as per VUDA specifications, with the certification of VUDA-QCC, D.F.O., and Planning Wings, the mortgaged plots will be released.

Where the applicant can get details on land use and clarification on Development Regulations?

At the MASTER PLAN CELL, in the 7th floor of VUDA's Office, at Udyog Bhavan complex, Siripuram Junction, Visakhapatnam-530003.

What services are rendered at the Master Plan Cell?

- Information of Land uses both oral as well as in writing.
- Copies of plans approved by VUDA both for plots as well as buildings (Approval Number to be given and fees to be paid depending on size).
- Copies of Zonal Development Plans, Master Plan
- Clarifications on applicability of Development Regulations.

Can the approved layout be revised?

The layout can be revised before issuing the final layout. At the time of revision, it is required to submit the Encumbrance Certificate.

In case if, it is required to revise the layout after releasing the final layout, the concerned local authority has to issue NOC along with council resolution since the roads and open spaces vested with them.

Regarding subdivision or amalgamation of plots without changing the layout pattern can be permitted at any time.

GENERAL GUIDELINES TO DEVELOPERS/APPLICANTS

- Every Developer shall be registered with VUDA.
- The developer shall engage qualified Town Planner/Architect/Licensed Engineer for Technical assistance.
- The developer shall see that their Town planner/Architect/Licensed Engineer ensure that they have to follow the guidelines issued to them by VUDA from initial stage ie, submitting application for approval of layout to completion of development of the layout and release of mortgaged plots.
- The developer shall not sell/market the plots in any manner till the approved layout is released by VUDA with LP.No.
- The developer shall submit copies of owner ship documents along with link documents covering last 13 years duly attested by gazetted officer along with detailed ownership statement.
- The developer shall see that the ETS survey be conducted and boundaries of the layout as well as block layout to be peg-marked on ground and submit the report along with soft copy and Geo co-ordinates of site while applying for approval of layout.
- The developer shall see that their Architect/Town planner/licensed surveyor shall present at the layout site along with ETS survey staff whenever the officials of VUDA desires to inspect the site.
- The layout boundary has to be peg-marked with poles all along and the block layout pattern shall be peg-marked on ground with pegs/stones/ lime powder markings.
- The developer shall furnish the FMB sketch duly showing the proposed site and the certificate that the site shown in the sketch is the site proposed for layout which has to be authenticated/certified by the Revenue authorities duly endorsing the certificate obtained from Tahsildar stating that there are no Govt. lands/D.patta lands, assigned lands/Ceiling lands involved in the proposal.
- The developer shall furnish all undertakings prescribed in the checklist.

LAYOUT REGULATIONS FOR OBTAINING THE LAYOUT PERMISSION

(Go.Ms.No.345 MA&UD (Dept.) dated 30-6-2006)

The layout and sub Division of land for building purposes shall be carried out only in accordance with the provisions specified below:

1. The layout should have an approach road from the existing public or private roads of width not less than 12 metres.
2. The width of the streets and roads in the layout shall conform to the following.

S.No.	Description	Minimum width
A	Passage in areas for EWS & for congested areas	6.0 m
B	Streets & Roads	
	i. Roads upto a length of 400 m.	12.0 m (40')
	ii. Roads of length between 400 m to 1000 m.	18.0 m (60')
	iii. Roads of length of more than 100 m	24.0 m (80')

3. **Splay:** A splay of the intersection of two or more streets/roads shall be provided as below.

When the two roads are 30m, a splay of 6.0 m X 6.0 m shall be provided and for 18m to 30m wide a minimum splay of 4.5m x 4.5 m shall be provided. When the two roads are 12m wide splay of 3.0m x 3.0m and two roads are less than 12m wide splay of 1.5 m x 1.5 m.

4. **Cul-De-Sac:** Can be provided when their length do not exceed 60.0m. Width of Cul-de-sac road should be not less than 6m.They shall be provided with a turnaround area of 9.0m X 9.0m the closed end.
5. All streets except cul-de-sac streets shall be connected to public or an approved private street at both ends. Pedestrian pathways and cul-de-sac streets shall be connected to public or an approved private street at one end.
6. No plot in a layout shall be sub-divided or utilized for any purpose other than the purpose for which the site is approved except with the prior approval of the Authority.
7. The developer shall demarcate 3% of plotted area towards amenities in case of layouts

developed in an extent up to Ac.10.00cts and 5% in case of layouts developed in an extent more than 10.00 Acs. This area is saleable and mixed land use is permitted.

8. Reservation of land for community and recreational purposes in a layout shall be as follows:

S.No.	Extent of layout	Reservation
A	Upto 5000 m ²	i. 10% of the area excluding roads or ii. In the alternative applicant shall pay the market value equivalent land as per valuation of the Registration department, at the direction of the authority.
B	Above 5000 m ²	10% of the area excluding roads shall be reserved and this space shall be maintained for the recreational open space to the satisfaction of the Authority or transfer to the Local Authority designated by the Authority for maintenance. It is mandatory to reserve 10% of the layout area.
C	In case of layout area which are lesser than 4 hectares and Which are partly falling within Public open spaces reserved in the Master Plan, Zonal Plan and or Master Plan / Zonal Plan Roads having a width of 18.0 m and above, both roads and open space shall not exceed 40% of the layout area. The space set apart for open space and recreational purposes shall be deemed to be zoned for institutional/recreational space as the case may be.	

9. The Authority reserves the right to enforce the maintenance of such lands by the layout owner to the satisfaction of the Authority or order the owner to transfer the lands to the Authority or any local body designated by it, through a gift deed.

10. In case of self contained Townships/Layouts/Housing Schemes/Apartments the VUDA reserves the right to enforce the maintenance of roads, drains, water reservoirs/OHR, Electrical lines, Street lighting, STP, Open Spaces and other public spaces, Community facilities by the association or by the owners to the satisfaction of the local body/ municipality/municipal corporation as the case may be, provided they shall pay the property taxes and charges as per the rules in force from time to time. If the authority noticed of any violations/deviation and in case it is dangerous to public health the VUDA reserves the right to revoke or alter any of such layout/approved conditions at sue motto.

11. The building and use of land shall conform to the conditions that may be imposed by the Authority while sanctioning the layout. The space set apart for commercial, institutional, industrial or other uses shall be deemed to be zoned for commercial, institutions, industrial or corresponding uses under the Master Plan/Zonal Development Plan.

SPECIAL PROVISION FOR EWS PLOTS IN PRIVATE AND GOVERNMENT LAYOUTS

In order to prevent slums and to meet social obligation of providing house site and houses to less privileged and informal sector, the VUDA introduced novel policy of reserving 10 % of the plotted area whether it is a Government / VUDA / APHB/State Housing Corporation or Private layouts.

- (i) These guidelines are applicable to private layouts as well as layouts of Govt agencies of VUDA/APHB/APSHC and other organizations/public sector undertakings.
- (ii) These guidelines applicable to the layouts more than the total area of one hectare only.
- (iii) 10% of the total plotted area shall be earmarked for EWS category and for informal category.
- (iv) Plot extent is minimum of 60 Sq. yards and the maximum of 95 Sq.yds.
- (v) Minimum road width shall be 6 m and intended to serve not more than 10 plots/houses or maximum length of 100m or 300' whichever is less.
- (vi) Splay of 5' shall be observed for 20' road junction.
- (vii) Cul-de-sac street can be permitted with a width of 6m if the turnaround area of 9m X 9m at closed end.
- (viii) No plot in this EWS category shall be sub-divided.
- (ix) No plot shall be utilized for any other purpose other than the purpose for which the site is approved.
- (x) The building rules specified in the Go.Ms.No.168 MA dated 07-04-2012 and amendments/revisions if made from time to time are applicable for EWS category also.

APPROVED PLOT SUB DIVISION RULES:

In cases of plot Sub-division applications, the following stipulations shall apply:

- Minimum size of proposed plot subdivision shall be 125 Sq.m with a minimum frontage of 9m.

- The means of **access** for such sub division shall not be less than 3.6 m in width. It shall be 6m in case of industrial/commercial or any non-residential plot sub-division.

RESTRICTION OF BUILDING ACTIVITY/DEVELOPMENT IN THE VICINITY OF CERTAIN AREAS:

(a) Water Bodies

- (i) No building / development activity shall be allowed in the bed of water bodies like river or nala and in the Full Tank Level (FTL) of any lake, pond, cheruvu or kunta / shikam lands. Unless and otherwise stated, the area and the Full Tank Level (FTL) of a Lake / Kunta shall be reckoned as measured and as certified by the Irrigation Department and Revenue Department.
- (ii) The above water bodies and courses shall be maintained as Recreational/Green Buffer Zone and no building activity shall be carried out within:
 - (1) 100m from the boundary of the River outside the Municipal Corporation / Municipality / Nagara Panchayat limits and 50m with in the Municipal Corporation / Municipality / Nagara Panchayat limits. The boundary of the river shall be as fixed and certified by the Irrigation Department and Revenue Department.
 - (2) 30m from the FTL boundary of Lakes / Tanks / Kuntas of area 10Ha and above.
 - (3) 9m from the FTL boundary of Lakes / Tanks / Kuntas of area less than 10Ha / shikam lands;
 - (4) 9m from the defined boundary of Canal, Vagu, Nala, Storm Water Drain of width more than 10m.
 - (5) 2m from the defined boundary of Canal, Vagu, Nala, Storm Water Drain of width up to 10m.
- (iii) Unless and otherwise specified in the Master Plan / Zonal Development Plan.
 - (1) In case of (ii) (1) & (2) above, the buffer zone may be utilized for road of minimum 12m width, wherever feasible.
 - (2) In case of (ii) (2) above, in addition to development of recreational / green belt along the foreshores, a ring road or promenade of minimum 12m may be developed, wherever feasible.
 - (3) The above buffer zone to be left may be reckoned as part of tot lot or organized open space and not for setback requirements.

- (iv) In case of areas along the Sea Coast, the Coastal Regulation Zone (CRZ) regulations shall be followed.

(b) Railways

The distance between the Railway Property Boundary and the edge of the building shall be 30m as per Indian Railways Works Manual or as per No Objection Certificate (NOC) given by the Railway Authorities.

(c) Electrical Lines

- (i) In case of sites in the vicinity of High Tension Electricity Transmission Lines besides taking other safety precautions, a minimum safety distance (both vertical and horizontal) of 3m shall be maintained between the building and the High Tension Electricity Lines and 1.5m shall be maintained between the building and the Low Tension Electricity Lines.
- (ii) In case of Electricity Tower lines, the land all along below the tower line shall be developed as green belt to an extent of the width of tower base and on either side of green belt there shall be a minimum of 10m wide roads or as defined in the Master Plan.

(d) Airport

(i) Building Restrictions

- (1) For building activity within the Restricted Zone / Air Funnel Zone near the airport, necessary clearance from the concerned Airport Authority shall be obtained.
- (2) The building heights and other parameters shall be regulated as per the stipulations of the Airport Authority of India as notified in Gazette of India Extraordinary (S.O.1589) dated 30-06-2008 and as amended from time to time by Ministry of Civil Aviation, Government of India.
- (3) Irrespective of their distance from the aerodrome, even beyond 22km limit from the Aerodrome Reference Point, no radio masts or similar installation exceeding 152m in height shall be erected except with the prior clearance from Civil Aviation Authorities.
- (4) In respect of any land located within 1000m from the boundary of Military Airport no building is allowed except with prior clearance from the concerned airport authority with regard to building height permissible and safe distance to be maintained between the building and boundary of the aerodrome.

(ii) Other Structures

- (1) No chimneys or smoke producing factories shall be constructed within a radius of 8km from the Airport Reference Point.
- (2) Slaughter House, Butcheries, Meat shops and Solid Waste Disposal Sites and other areas for activities like depositing of garbage which may encourage collection of high flying birds, like eagles and hawks, shall not be permitted within 10 km from the Airport Reference Point.
- (3) Within a 5km radius of the Aerodrome Reference Point, every structure/installation/building shall be designed so as to meet the pigeon/bird proofing requirement of the Civil Aviation Authorities. Such requirement may stipulate the prohibition of any cavity, niche, or other opening on the exterior of such building/installation/structure so as to prevent the nesting and habitation of pigeon or other birds.

(e) Provisions laid under Environmental Impact Assessment Notification-2006:

As per the provisions laid under the EIA Notification S.O.1533,Dt.14.9.2006 and its amendment dt.01.12.2009 issued by MOE&F,GOI and Notifications issued from time to time with reference to Building / Construction Projects/ Area Development Projects and Townships complying with the following threshold limits fall under category B and are **required to obtain prior Environmental Clearance (EC) from State Environmental Impact Assessment Authority (SEIAA), Ministry of Environment and Forests, Government of India.**

(f) Defense Establishments

- (i) In case of Sites within 500m distance from the boundary of Defense Areas / Military Establishments prior clearance of Defense Authority shall be obtained.
- (ii) In case of Naval Science and Technological Laboratory (NSTL), Visakhapatnam, no building shall be allowed within a distance of 20m from the boundary wall of NSTL, Visakhapatnam.

(g) Oil / Gas Pipelines

In case of Sites in the vicinity of Oil / Gas pipelines, clearance distance and other stipulations of the Respective Authority shall be complied with. The Oil / Gas Authorities shall also specify the clearances required stretch wise to Local Body.

(h) Heritage Structures

- (i) In case of Sites located within the distance up to 100m from protected monuments as notified under Archeological Monuments and Ancient Sites and Remains Act 1955 and as amended no construction is allowed.
- (ii) For the Sites located within distance of above 100m and up to 200m from the protected monuments, the construction is allowed only after obtaining prior permission from the National Monument Authority.
- (iii) For the Sites located within the vicinity of any Heritage Structure notified as per the respective law, the prior clearance from the concerned authority shall be obtained.
- (iv) For the development / redevelopment of any notified Heritage Structure the stipulations as prescribed by the respective authority shall be followed.

(i) Religious Structures

- (i) In case of Sites located within a radius of 100m from the notified religious structure as given in the list in Annexure ñ VII / notified from time to time, the construction is allowed up to 10m height only.
- (ii) For the Sites located within a radius of above 100m and up to 300m from the notified religious structure as given in the list in Annexure ñ VII / notified from time to time, only non high rise structures are allowed.

(source: Go.Ms.No.168 M.A & UD (Dept) Dt:07-04-2012)

INFRASTRUCTURE TO BE PROVIDED IN THE LAYOUTS

1. Bitumen surface roads with Water Bound Mecadum road (WBM) or CC Roads.
2. Pucca Masonry drain/RCC drains including load drain and drainage system in arrangement with Municipal Corporation/Municipality/Gram Panchayat/nearby outlet.
3. Protected Water supply arrangement with Municipal Corporation/Municipality/ Non-Municipality or bore wells with internal water supply system by the layout owner.
4. Street electrification arrangement with Municipal Corporation/Municipality or by the layout owner.
5. Rain harvesting structures in open space/parks.
6. The open spaces shall be enclosed with a minimum of 2í-0î height basement wall and over that 2í-0î height grills or Brick masonry.
7. Avenue plantation.

PROCEDURE FOR OBTAINING APPROVAL OF LAYOUT FROM VUDA*

1. Application shall be submitted, through online and submit hard copies at the dedicated kiosk in VUDA office. visit www.vuda.gov.in
2. The application has to be submitted through the concerned local body ie. Panchayat/Municipality along with the enclosures and payments prescribed in the check list available in the local bodies (i.e., layout plan in original attested copies of Regd. Documents, Certificates and payment of processing fees, development charges, etc) In case of submission of application directly to VUDA, it will be processed duly receiving the remarks of local body.
3. The applications received in VUDA Office from the local bodies will be uploaded in the online system by Planning Wing of VUDA.
4. The application will be sent to concerned AO for onward transfer to concerned planning staff then the same will be processed as follows.
 - i) The site will be inspected by the field staff and then will be processed in the prescribed Format and will be put-up to Chief Urban Planner through planning officer and the same will be forwarded to the Vice-chairman.
 - ii) After approval of Vice-chairman, the applicant will be supplied with unsigned copy of layout and will be asked to peg-mark the plots and open space on ground, within 15days and inform the same to VUDA.
 - iii) A paper notification will be issued by VUDA calling for the objections if any regarding the ownership rights of proposed site and any other issues. The notification cost shall be borne by the developer.
 - iv) After applicant informs about peg-marking of plots and open spaces, the planning field staff inspects the layout and confirms the pattern peg marked on the ground.
 - v) Then with the remarks of planning staff, the file will be processed to the vice chairman for approval of layout and for authentication of layout .
 - vi) After approval of layout by the vice chairman, a letter will be issued to the applicant to fence with barbed wire to the plots proposed to mortgage **(equal to 15% of total developed area)**** in favour of VUDA and put-up a board stating that the plots are mortgaged and submit letter along with photos and also E.C. obtained from the Sub-registrar.

- vii) After completing the above work and informing to VUDA the applicant will be supplied with the pro-forma of 'Agreement and Deed of mortgage' for the purpose of mortgaging plots to VUDA and an 'Indemnity Bond' which has to be signed by the applicant on Non-judicial stamp paper worth of Rs.100/- and notarizing the same. The plots are to be mortgaged in the presence of JPO/APO of VUDA. (pro-forma for agreement deed ñannexed)
- viii) After Mortgage of plots in favour of VUDA the applicant has to apply for release of L.P. by furnishing the following.
- a) Agreement & Deed of Mortgage in original.
 - b) Indemnity Bond.
 - c) E.C. obtained after mortgage.
 - d) Photographs showing the plots mortgaged to VUDA, fencing & Board.
- vii) After receiving the above particulars, file will be processed in the specified 'Checklist' and will be put-up for orders for release of L.P.
- ix) After approval by Vice-Chairman, the layout will be released with L.P.No. along with conditions and specification for development of layout within THREE YEARS. During this process the applicant will be allowed to sell 85% of plots i.e., except 15% of plotted area Mortgaged to VUDA.
- x) After development of layout in all respects the applicant has to inform VUDA regarding the Development.
5. After receipt of letter the applicant will be asked to hand over the roads, open space, etc. on free of cost through registered gift deed to the concerned local body.
 6. After taking over the infrastructure facilities, the local body should certify and request VUDA to release final layout and the Xerox copy of the Gift Deed has to be sent to VUDA.
 7. The applicant has to submit Soft copy of the layout and also photographs of the layout showing the developments.
 8. Then the layout will be inspected by the planning staff, quality control wing of engineering staff, DFO VUDA and certifies that the layout is developed as per the specifications of VUDA.
 9. After receipt of the above particulars, the file will be processed through final checklist orders of Vice-chairman for release of final layout and for relinquishment of mortgaged plots.

10. After obtaining orders of Vice-chairman, the Mortgaged plots will be released by Executing 'Deed of Relinquishment' on Rs.100/-Non-judicial stamp paper by VUDA.
11. Concerned Sub-registrar will also be addressed regarding relinquishment of Mortgaged plots.
12. After completion of relinquishment, the details will be recorded on the layout plan and final layout will be released.

CHECK LIST	
I)	DOCUMENTS TO BE FURNISHED ALONG WITH APPLICATION
	<p>A). Ownership Documents (Attested copies)</p> <p>(1) Copy of Registered Sale Deed.(Main Document in favour of Applicant) Or</p> <p>(2) Development Agreement of Sale Cum General Power of Attorney Or</p> <p>(3) Pattadar Pass Book / Title deed issued by Revenue Authorities Or</p> <p>(4) Pahanies issued by Mandal Revenue Officer</p>
	B). Link Documents (in support of Main Documents)
	<p>(1) Copy of Registered Sale Deeds OR</p> <p>(2) Copy of Proceedings of the Tahsildar / RDO concerned regarding Mutation. or</p> <p>(3) Copy of Pattadar pass book / title deed by Revenue Authorities Or</p> <p>(4) Pahanies issued by Mandal Revenue Officer</p>
	<p>C) M.R.O. Certificate in original to the effect that the lands proposed do not come under Govt. land, Dî Patta lands, Assigned Land and it is zeroyithi land (Pvt. land)</p>
	<p>D) Certificate of demarcation of proposed layout site duly enclosing the dimensional sketch by the Assistant Director, Survey and Land Records Departme/revenue officials</p>

	E) Agricultural Land Conversion Charges Certificate issued by the RDO as per A.P Agricultural Land Conversion Act, 2006
	F) Approach Road
	1) Ownership deed of the Approach road with minimum of 12mts (40'-0") width in case of road passing through private lands. Or 2) Permission from Revenue Authority, if total or part of Approach road is Government land. Or 3) Consent or Authorization from the co owners or the adjacent owners in case if any clearance is required from them in respect of approach road or other connectivity through
	G) Encumbrance Certificate for 13 years.
	H) Clearance issued by the Collector for alienation of land in respect of Assignment to Freedom Fighters / Defence Persons
II)	CERTIFICATES TO BE FURNISHED ALONG WITH APPLICATION WHEREVER APPLICABLE:
	a) In VK-PCPIR SDA Area Certificate from APIIC to the effect that the proposed lands do not come under the acquisition of APIIC.
	b) Environmental Impact Assessment clearance certificate for the proposed layout of extent of Acs.100.00 cts or more.
III)	UNDERTAKING TO BE ISSUED BY THE DEVELOPER
i)	Will not claim the notification charges, processing fee paid along with the application, in case the information furnished are incomplete, incorrect and application is rejected.
ii)	Will be held responsible for any false information filed by him.
iii)	Will not sell any land of the proposed layout site before assigning the LP.No.

iv)	Will pay necessary fees and charges leviable by VUDA under the VUDA Act, 1975 during approval process.
v)	The community open spaces reserved for park area/recreation area and all roads shall be handed over to the local body by way of Registered Gift Deed.
vi)	The areas reserved for public utilities like site for bus-station, electric substation etc., will be handed over by way of Registered Gift Deed to the respective authorities.
vii)	Will execute an agreement and deed of mortgage for 15% of plotted area in favour of VUDA before assigning the LP.No.
viii)	Fulfillment of all the development conditions within the time schedule and as per the specifications.
ix)	Providing 10% of plotted area for EWS category
B	BY THE TOWN PLANNER / ARCHITECT / ENGINEER/SURVEYOR (TECHNICAL PERSONNEL)
i)	Town Planner/ Architect/ Engineer/Surveyor will be held responsible for any false information filed by them.
ii)	Do not contravene any of the provisions requirements or obligations imposed on Technical Personnel.
iii)	Will be guilty of an offence and upon conviction be punished with a fine as prescribed by the Government
vi)	In case of continuing offence a daily fine until the contravention is made good or removed
v)	IF THE PROPOSED LAYOUT SITE IS FALLING IN..
	CRZ area. - NOC from Coastal Zone Management Authority , Govt. of India.
	Forest area.- Layout cannot be considered
	Endowment lands.- NOC from endowment department
	Archaeology boundary- NOC from Archaeological department Govt. of India.
	Gas pipe line zone.- NOC from concerned authority

	Buffer Zone for defence areas as per defence Authorities- Layout cannot be considered
	Buffer zone of Industrial Area as per APPCB guide lines.- NOC from PCB
	Buffer zone in case of Water Bodies as per Go.Ms.No.168 MA & UD (Dept) Dt: 07.04.2012.- Application cannot be considered
	Buffer zone in case of HT /LT lines as per Go.Ms.No.168 MA & UD (Dept) Dt: 07.04.2012 & respective regulations of the Department-Application cannot be considered.
	Buffer zone in case of Railway lines as per Railway manual - NOC from railway authorities
IV)	<p>PLANS:</p> <ul style="list-style-type: none"> • Four copies signed by all the owners/Developer of the proposed layout site duly signed by the Registered Town Planner / Architect / Engineer / Surveyor as per competency) • Soft copy in AutoCAD Version along with Geo co-ordinates
	a) Proposed Layout plan drawn to a scale of 1:500
	b) Topo detailed plan drawn to a scale of 1:1000
	c) Contour plan drawn to a scale of 1:1000 with Spot levels at an intervals of 5mtrs
	d) Drainage disposal system drawn to a scale of 1:1000 with space for purification Tank
V)	<p>CHARGES / FEES TO BE PAID ALONG WITH APPLICATION</p>
	a) Paper notification Fee- as communicated after issuing of the notification
	b) Processing fee of Rs. 3/- per Sqm. for the entire layout area in case of Gram Panchayat areas, Rs. 4/- per Sqm in case of Nagar Panchayat and Municipalities areas and Rs. 5/- per Sqm in case of Municipal Corporation areas.

PLEASE VISIT www.vuda.gov.in FOR MORE DETAILS ON ONLINE BUILDING/LAYOUT APPLICATION PROCEDURE.

CHIEF URBAN PLANNER

VUDA